

# Arizona Archives Online Steering Committee Bylaws

Adopted April 2013

## I. Mission Statement

- a. The mission of Arizona Archives Online (AAO), with the support of the Arizona Archives Alliance (AzAA), is to provide free Internet access to descriptions of archival collections, preserved and made accessible by Arizona repositories, including libraries, special collections, archives, historical societies, and museums. Through the collaboration of the Arizona repositories we strive to inform, enrich, and empower the public by creating and promoting access to a vast array of primary sources across the state of Arizona.

## II. Members

- a. Arizona Archives Online has two types of contributing members:
  - i. Large Archival Repository or Special Collections Unit (4 or more full-time employees)
  - ii. Small Archival Repository or Special Collections Unit (3 or less full-time employees)
- b. Annual membership fees for AAO are due by July 1 of each year.
- c. All contributing members of Arizona Archives Online must also hold institutional membership in the Arizona Archives Alliance.
- d. As part of their membership, all Arizona Archives Online members receive:
  - i. Permission to upload an unlimited number of finding aids to AAO. There is no minimum number of finding aids that must be uploaded;
  - ii. Training in AAO best practices and in the use of Arizona Archives Online's infrastructure;
  - iii. Maintenance of the AAO database and stylesheets;
  - iv. Continuous Web presence and maintenance of the AAO website, server, and associated software, including resolution of compliance issues;
  - v. Enhanced access to collection information through the AAO platform;
  - vi. Development and maintenance of AAO's best practices;
  - vii. Reports generated by analytic software in support of institutional assessment activities (requests for other reports will be considered on a case-by-case basis);
  - viii. Coordination of the overall AAO program; and
  - ix. Negotiation for and management of AAO's technical consultant.
- e. All members of Arizona Archives Online are expected to:
  - i. Designate one individual as a contact person for AAO;

# Arizona Archives Online Steering Committee Bylaws

Adopted April 2013

- ii. Attend an annual plenary meeting either in-person or online. In the event that a representative cannot attend this meeting, contact the Administrative Executive to obtain the minutes;
  - iii. Attend special meetings convened by Arizona Archives Online or by the Arizona Archives Alliance whenever possible;
  - iv. Comply with all uploading protocols found in the training documentation;
  - v. Comply with basic standards for EAD quality set forth in the AAO best practices;
  - vi. Report any website errors or server issues to the Steering Committee promptly;
  - vii. Keep abreast of AAO activities and projects; and
  - viii. Sign a Letter of Intent (LOI) with the Arizona Archives Alliance (AzAA) Board in accordance with the policies and procedures set forth in AzAA's bylaws
- f. New members may join Arizona Archives Online at any time. The AAO Steering Committee reserves the right to reject any prospective member's application. The annual fee will be prorated accordingly. The Steering Committee will assist the new member institution in obtaining the necessary permissions to upload finding aids to AAO and provide instruction on using the AAO uploading system.
- g. Any member of Arizona Archives Online may discontinue their membership at any time. Withdrawing members have two options:
- i. Discontinue membership in AAO but continue to have finding aids accessible on the AAO website. Withdrawing institutions can upload no additional finding aids, can make no changes to existing finding aids, and cannot delete individual finding aids. They may elect to withdraw from AAO completely and delete all of their finding aids at any time. Withdrawing institutions will have no voice in the consortium's government (including finding aid display).
  - ii. Discontinue membership in AAO and remove all finding aids from the AAO database. In this instance, all of the withdrawing institution's finding aids will be removed by the AAO Steering Committee; AAO will not keep backup copies.
  - iii. Former members who wish to rejoin AAO should contact the Administrative Executive directly.
- h. Members whose dues for either the Arizona Archives Alliance or Arizona Archives Online are more than sixty (60) days in arrears will be considered to have discontinued membership in AAO. All of the member's guides will be removed and backup copies will not be kept.
- i. If the AAO Steering Committee finds a member not to be in compliance with the expectations set forth in Section II, Sub-Section e, the Administrative Executive will send

# Arizona Archives Online Steering Committee Bylaws

Adopted April 2013

a letter describing the type and extent of the non-compliance to the member in question. Members are expected to contact the Administrative Executive upon receipt of such a letter in order to work out a solution to the problems described. If a mutually agreeable solution cannot be reached, the member will be ejected from AAO. All of the member's guides will be deleted by the AAO Steering Committee and backup copies will not be kept.

## III. Voting

- a. Each member institution of Arizona Archives Online may cast one ballot in any election or other poll convened by the Steering Committee regardless of the institution's size.
- b. Two-thirds of Arizona Archives Online's member institutions shall constitute a quorum for voting purposes.
- c. All votes will be conducted using an online survey instrument.
- d. The outcome of any election or other poll will be determined by simple majority when the number of responses necessary to constitute a quorum is reached or when the announced deadline for casting ballots has expired. This deadline will be announced when voting is opened.

## IV. Steering Committee

- a. Arizona Archives Online is a self-governing unit of the Arizona Archives Alliance (AzAA) and is governed by the Arizona Archives Online Steering Committee. Specifically, the Committee is responsible for:
  - i. Developing and maintaining AAO's best practices;
  - ii. Selecting and contracting a technical consultant to maintain the AAO database and necessary stylesheets;
  - iii. Investigating new technologies and metadata harvesting options;
  - iv. Sharing members' finding aids with such relevant projects as ArchiveGrid and Social Networks and Archival Context (SNAC) Project;
  - v. Enhancing guide searchability in Internet search engines;
  - vi. Maintaining a current list of AAO members (including contact information);
  - vii. Maintaining communication with AAO members, including posting minutes of Steering Committee meetings on the AAO website, monitoring the AAO e-mail account ([azarchives@gmail.com](mailto:azarchives@gmail.com)), and distributing other announcements as necessary;

# Arizona Archives Online Steering Committee Bylaws

Adopted April 2013

- viii. Conducting workshops to provide AAO members with opportunities for continuing education on subjects relevant to AAO, including Encoded Archival Description (EAD) and *Describing Archives: A Content Standard* (DACS);
  - ix. Ensuring member compliance with rules and regulations set forth by the steering committee;
  - x. Producing reports in support of assessment activities conducted by member organizations; and
  - xi. Recruiting new members.
- b. The Steering Committee will formulate a charge or strategic plan annually. This charge or plan will enumerate the goals that the Committee will work toward in the coming year.
  - c. The Steering Committee will compile an annual report detailing the Committee's accomplishments, current projects, and future plans. This report, along with a strategic plan, will be presented to the AzAA Board annually and distributed to AAO's members.
  - d. Arizona Archives Online's Steering Committee will meet regularly no less than once every three months. Additional meetings may be convened as necessary.

## V. Officers

- a. The Arizona Archives Online Steering Committee shall be composed of at least five members drawn from the resource's member institutions. Of these members, at least two will be drawn from academic institutions, at least two will be drawn from non-academic institutions, and at least one will be a member-at-large. The Steering Committee may include as many as seven members.
- b. Steering Committee members will serve staggered two-year terms. Current members may be re-elected to the Committee upon the expiration of their term of service.
- c. Elections will be held annually. The exact date will be decided on a year-to-year basis.
- d. Steering Committee members may be nominated by any representative of any member institution from two months to two weeks before a regular election. Self-nomination is permitted. The Steering Committee will issue a call for nominations two months before the scheduled election.
- e. Candidates for the Steering Committee will provide brief statements detailing their reasons for running and providing a summary of their qualifications. These statements will be distributed electronically to the AAO membership at least one week prior to the election.

# Arizona Archives Online Steering Committee Bylaws

Adopted April 2013

- f. With the AAO Steering Committee's participation, the AzAA Board of Directors will appoint one member of the Committee to the AzAA Board as the AAO Liaison. The Liaison is expected to attend AzAA Board Meetings in person or via teleconference and to present a summary of the meeting's proceedings to the next Steering Committee meeting; to offer input regarding AAO to the AzAA Board and input regarding AzAA to the AAO Steering Committee as necessary; and to serve as AzAA's primary contact on the AAO Steering Committee.
- g. The Steering Committee will select from among its members an Administrative Executive who will serve until replaced. This individual is the AAO membership's primary contact person on the Steering Committee and is responsible for maintaining communication with the membership through email and other forms of electronic communication; bringing issues raised by members to the attention of the Steering Committee; developing the annual AAO strategic plan with input from the membership, Steering Committee members, and external partners; organizing meetings and distributing meeting agendas to Steering Committee members; and posting the minutes of Steering Committee meetings to AAO's website.
- h. Should a member of the Committee resign before completing their term of service, a replacement Committee member will be appointed by the departing member's home institution. The replacement member will serve until the close of the original term of service, when they will be eligible to run for a seat on the Committee during the regular election. Should an appropriate replacement not be available, the position will remain empty until the next regular election. Should two or more positions become vacant simultaneously, a special election will be held to fill the positions. The representatives elected will serve until the close of the original terms of service, when they will be eligible to run for seats on the Committee during the regular election.

## **VI. Fiscal Policies**

- a. The Arizona Archives Alliance will act as Arizona Archives Online's fiscal agent and will be responsible for all fiscal matters pertaining to the operation and maintenance of the AAO resource.
- b. The AzAA Board will provide the Steering Committee with an annual financial report. This report will be distributed to AAO's members. The Steering Committee may also request financial reports from the AzAA Board at other times.
- c. Arizona Archives Online membership fees for each member category will be reviewed annually. In the event that the Steering Committee finds it necessary to change these fees, the Steering Committee will submit a proposal outlining these changes to AAO's

# Arizona Archives Online Steering Committee Bylaws

Adopted April 2013

membership. The membership will then vote on these changes in accordance with the policies and procedures outlined in Section III: Voting.

## **VII. Committees**

- a. The Arizona Archives Online Steering Committee may create ad hoc committees to facilitate projects and investigate new technologies and opportunities as necessary. The Steering Committee defines the ad hoc committee's charge and the Administrative Executive appoints the committee's members.

## **VIII. Meetings**

- a. An open plenary meeting for Arizona Archives Online's member institutions will be held annually. This meeting will include an online component so that members may attend from remote locations. At least one representative from each member institution should attend the meeting.
- b. Special meetings of Arizona Archives Online's membership may be convened by the Steering Committee at its discretion. These meetings will include an online component so that members may attend from remote locations.

## **IX. Metadata Sharing Policy**

- a. The Arizona Archives Online Steering Committee may share the metadata in the AAO database, in whole or in part, with outside entities who may request it without prior consultation of the membership. Metadata will not be shared with or sold to individuals or organizations wishing to use it for commercial or other for-profit purposes.

## **X. Copyright Policy**

- a. Arizona Archives Online members retain the copyright to the finding aids that they place in the AAO database. The contributing institution is responsible for verifying the copyright and/or fair use status and/or obtaining the necessary permissions before placing any information, text, graphics, or data into the AAO database. Each member institution agrees that it is solely responsible for any loss, liability, or expense incurred by loading copyrighted materials into the AAO database by its employees or agents where such loading or subsequent use, viewing, printing, downloading, or recopying is alleged to be an infringement.

## **XI. Privacy Policy**

- a. Arizona Archives Online does not collect any type of personally identifiable information about the individuals who access its site. No information about members or their users is collected or sold to any third parties.

# Arizona Archives Online Steering Committee Bylaws

Adopted April 2013

- b. Arizona Archives Online automatically collects data documenting the use of its guides and user behavior. This information is used to improve the AAO platform, is not personally identifiable, and is not sold to third parties.

## **XII. Amendments**

- a. Amendments to these bylaws may be recommended by AAO members or initiated by resolution of the Steering Committee. Amendments proposed by AAO members must be submitted in writing to the Administrative Executive. The Administrative Executive will provide copies of the proposed amendments to the Steering Committee and to AAO's membership at least 15 days in advance of the meeting at which they are presented. Amendments may be adopted by a vote of AAO's membership conducted according to the policies and procedures described in Section III: Voting.